

Millbrook HOA Board Meeting Minutes

July 25, 2024

1517 Waltham Court

Board Members in Attendance

- President – Duane Johnston
- Vice President – Jon Buck
- Treasurer – Pat Monis
- Asst Treasurer – Charles Rhodes
- Area 1 – Richard Bohannon
- Area 2 – Matt Haider
- Area 3 – Danny Barton
- Area 4 – Curt Wheeler
- Area 5 – Jon Buck

Board Members Not in Attendance

- Secretary – Beth Henkel
- Area 6 – Don Gwynne, no proxy

Guests

- There were no guests.

Minutes

- In the absence of the secretary, Richard Bohannon prepared the minutes.
- Board President Duane Johnston called the meeting to order at 7:00 PM.
- Minutes for the June board meeting were approved unanimously.
- Treasury Update for the period June 21 – July 19, 2024
 - Operating Account
 - Opening Balance was \$26,715.50
 - Deposits were \$6,900.00
 - Withdrawals were \$16,583.76
 - Closing Balance was \$17,031.74.
 - Maintenance Account
 - Opening Balance was \$161,275.45.
 - Deposits were \$358.74.
 - Withdrawals were \$6,900.00.
 - Closing Balance was \$154,734.19.
 - The total closing balance for both accounts was \$171,765.93.
 - Duane observed that if we adhere to the budget for the rest of the year we will be left with only \$1,278.98 in the operating account, a very small margin.
- Architectural Committee Chair Update
 - We are following up on work being done at 2013 Millbrook Drive.
- Fountains Update
 - No fountain outages were reported.
 - Ben Cote requested back in April that the lights be dimmed on the fountain near his home. Duane thought that Don Gwynne had attempted to address this. But Duane recently received another

email from Ben Cote asking if we had discussed his light issue. Pat Monis and Jon Buck stated they have not noticed a change in the brightness of those lights. Duane will follow up with Don on this.

- Canal Updates
 - Projects
 - Due to delays and lack of responsiveness of EverBlue, Duane Johnston told them we were not going to move forward with the project with them. The project with EverBlue is cancelled. There is no signed agreement, so we are free to discontinue with them.
 - Instead of EverBlue, Duane Johnston proposed a larger project with Lone Star. The larger project consists of 8 diffusers on one side of the lake, 6 diffusers on the other side of the lake, and 2 floating circulators at the “T”. The total cost of the Lone Star project is \$38,233.22.
 - In addition, Duane Johnston proposed hiring Magnolia in a targeted muck reduction project in the “T” area consisting of the distribution of MuckBiotics granules. The cost of this project is \$874 per month. The granules are only to be distributed when the water temperature is in the effective range (above 50 degrees Fahrenheit) so they will only be applied for 9 months out of the year. That brings the annual cost of this project to \$874 x 9 months which equals \$7,866.
 - The combined costs of the Lone Star and Magnolia projects are \$46,099.22 which is \$13,900.78 less than the original projected cost of the EverBlue project: \$60,000.00. So that is another reason to proceed with Lone Star and Magnolia instead of EverBlue.
 - Duane Johnston asked if one year of monthly expenses (electricity and MuckBiotics granules) for the two projects could be withdrawn from the Maintenance Account since there are higher funds in that account. But Charles Rhodes stated that would not be an acceptable accounting practice. He said that only the first three months could be considered “startup costs” and withdrawn from the Maintenance Account. Duane Johnston accepted this condition.
 - Jon Buck moved to approve the Lone Star and Magnolia projects. Danny Bartin seconded the motion. The motion passed unanimously.
 - Watermeal East Side
 - We need volunteers to scoop it out. It won’t hurt your lawn so you can just scoop it into your yard.
 - Magnolia has an herbicide, but it is very expensive.
- Other Business
 - Charles’ recommendation that proxies should be from the same area if possible was mentioned.
 - Charles’ recommendation that we should have a bi-annual printed newsletter for the reps to door know and handout was discussed. In the past, this was the responsibility of the secretary. But Don Gwynne and Charles Rhodes have also generated the newsletter at various times. The email that Duane Johnston sends out periodically has the same function. But there is some value in having a printed newsletter that area reps can hand deliver in order to meet members. Jon Buck will ask wife Melissa if she would be willing to put it together (assuming we provide her with the materials).
 - Charles brought up his idea to purchase a 3-month CD from Frost with \$100k in the maintenance fund that is not planned to be spent this year. The CD would earn 5% (versus a fraction of 1% currently being earned in the savings account). The funds could be withdrawn at any time if we need them. The only penalty for early withdrawal would be sacrificing the interest we would have earned had we not withdrawn the funds. Matt Haider expressed a concern that this “investment” would be a distraction from the purpose of the funds. Duane Johnston explained that we have already identified the funds required for this year’s cleanup projects and the \$100k for the CD is surplus to the money committed for the projects. We should make that money work for us since we do not plan to spend it this year. Charles said it will require a letter signed by the secretary stating the purchase has been approved by the board. Charles clarified a CD is not an investment, it is getting a return on cash. Matt indicated he is willing to move forward. Curt Wheeler made a motion to purchase the CD. Richard Bohannon seconded the motion. The motion passed with one opposing vote (Danny Barton).

- Tom McMahan's idea for all board members to have a copy of the HOA insurance policy was discussed. Charles Rhodes emailed a copy of the policy to all board members prior to the meeting. Directors are insured for \$2 million, assuming they have followed the covenants and bylaws. Charles said the policy itself doesn't tell you much other than the amounts. Duane said we would review it and determine if it's worth putting into a packet for board members.
- The idea for all board members to have a folder of information that could be passed on to future board members was discussed. The proposed information would include:
 - Homeowners' names and contact info
 - Location of sprayers and other HOA owned equipment
 - Copy of insurance policy
 - Copy of by-laws
 - Anything else we can think of that would be pertinent.
 - Specifics about their area.

Duane Johnston asked whether we should distribute the HOA directory to everybody. Richard Bohannon said we should ask homeowners whether they wanted their contact information distributed to all homeowners. Jon Buck agreed that this raises privacy concerns. Pat Monis mentioned that the Interlochen HOA directory is widely distributed, even she has a copy of it. Charles Rhodes said we used to distribute the membership directory to everyone along with the covenants and by-laws as recently as 2010. Matt Haider suggested we could digitize and post a member directory on the HOA website. Charles said that puts it at risk to spammers. Matt said we could require people to log in with a password to access the information. Duane Johnston said he had no problem sharing the membership directory with all board members. Duane said he would bring the question to the neighborhood. Matt Haider observed that the HOA website needs to be improved. We could make our lives easier by using the website to host a lot of this information.

- The idea of having a board member or two work with Beth and Shelly Hulme on creating a new homeowner packet was discussed. Duane Johnston said that's what we try to do with the HOA website welcome page, but a lot of new homeowners are not aware of it. Duane Johnston called our attention to a welcome letter he put together that outlines homeowner responsibilities. Duane said there is also a fountain map on the HOA website.
- Watermeal cleanup was discussed. People should make an effort to scoop out what they can reach from their yard. Duane said he would send out an email encouraging people to scoop it out.
- The idea of a transition folder for board members was discussed. The folder would contain a list of roles, responsibilities and duties and other relevant contact information for the specific position. The folder could be handed to an incoming board member when a board member leaves. Charles observed that board member responsibilities are already documented in the by-laws.
- The idea of requiring a time limit for resident comments during board meetings was discussed. The reason is to allow equal participation by all residents in the meeting rather than one person taking over the conversation. A motion was made by Richard Bohannon to allow a 3-minute maximum time limit for resident comments at board meetings. Matt Haider seconded the motion. The motion passed unanimously.
- Duane Johnston provided a summary outline handout of each board member's responsibilities in the meeting. Duane asked if we could each review the outline and document our respective area. We will revisit this next month. Could each of us identify an area that perhaps we know something about and be willing to document that position?
- Curt Wheeler asked when Lone Star could begin work on the project. Duane Johnston said 4-6 weeks.

- Motion to Adjourn

- A motion was made a motion to adjourn which passed unanimously.